

## CONDITIONS OF USE FOR THOSE HIRING/USING THE CLUB PREMISES

### Emergency Instructions

- 1) Anybody hiring/using the Club for an event **must** nominate a person(s) to keep an accurate number and list of everyone attending, in case of fire or emergency.
- 2) If the building should have to be evacuated, the nominated person(s) will take responsibility for ensuring that children, people with a disability, and all present are escorted from the building.
- 3) **The fire assembly point is in the far corner of the main car park. Look for the assembly sign.**
- 4) Emergency access for fire, ambulance etc, must not be restricted at any time.
- 5) All users should familiarise themselves with the positions of the fire extinguishers.
- 6) Fire exits are marked. Please do not block these exits during or after your activity.
- 7) The main doors must remain unlocked during your period of use.
- 8) All users are prohibited from bringing hazardous substances onto the premises.

### General Instructions

- 1) Smoking is strictly forbidden on the premises.
- 2) Children under 12 years of age must be adequately supervised at all times.
- 3) If the bar is required, a Club member must be in attendance to supervise.
- 4) Only alcohol purchased from the Club may be consumed on the premises – inside or out.
- 5) All electrical equipment brought onto the premises must be CE marked and where relevant a copy of equipment compliance certificates and any insurance certificates. These can be attached to the booking form. This also applies if you are employing someone who will be supplying/using their own equipment on the premises.
- 6) Rubbish is to be placed in the appropriate (non)recycle bins.
- 7) The Club must be left in a clean state.

### Kitchen Instructions (including members)

- 1) All users of the kitchen must follow current Health & Safety Regulations.
- 2) A familiarisation visit may be required for first time users of the kitchen.
- 3) All hirers/users of the kitchen will be given the following:-
  - i) BSCC 'Kitchen Risk Assessment'
  - ii) 'Kitchen Equipment Information'. A list of kitchen appliances and equipment can be found in the pack.
- 4) Any user serving food **must** complete the 'Foods Provisions File' (located in the kitchen); indicating what food has been served (as recommended by the EHO).
- 5) Ideally any kitchen user who intends preparing/cooking raw food will have completed a Level 2 Food Hygiene for Catering Course, or similar (BSCC use High Speed Online Training). This can be attached to the booking form.
- 6) Breakages and minor maintenance matters are to be recorded in the 'Red' general instruction file (located in the kitchen).
- 7) General rubbish is to be placed in the appropriate (non) recycle bins in the kitchen.
- 8) Any leftover food must be placed in recycle food bags and removed from site.

If in doubt about your planned event, please contact the BSCC House Committee Chairman for further advice and booking confirmation.